

PATTONVILLE SCHOOL DISTRICT

EPS Code: GBNF-R

District Code: B534 and B618

PERSONAL FINANCES OF EMPLOYEES

If a staff member is repeatedly served with a garnishment, the Assistant Superintendent for Human Resources shall counsel with and recommend remedial action to aid the staff member in the resolving of the writ of sequestration.

- A. Whenever the district is served with a writ of garnishment or attachment, a notice of levy by the Internal Revenue Service or other taxing authority, or any other similar order requiring payment of a portion of an employee's compensation to someone other than the employee, the administration must immediately refer the matter to the Assistant Superintendent for Human Resources and Chief Financial Officer for appropriate action.
- B. In the event that garnishment or similar proceedings are instituted against an employee, the district will deduct the required amount from the employee's paycheck. The amount deducted from an employee's disposable earnings will not exceed that permitted by law.
- C. Compliance with writs of garnishment and similar orders imposes an administrative and financial burden on the district. In addition, the failure of an employee to meet their financial obligations does not reflect favorably on the district.
- D. No employee will be terminated by reason of the fact that their earnings have been subjected to garnishment for one indebtedness.

Adopted: December 14, 1982

Revised: February 10, 2004